

# FORM 114

(REVISED 10-25-96)

## ARCHITECTURE & ENGINEERING DIVISION PROFESSIONAL SERVICES INFORMATION FORM FOR SMALL PROJECTS

### Instructions for Completing Form 114 (Numbers below correspond to numbers contained in form):

1. Give name, address, phone and fax numbers of the firm. List both street and mailing addresses (if different).
2. Give the year that the present firm was established.
3. Give the type of organization your firm is. List whether it is a sole proprietorship, partnership, corporation, etc. List your Federal Tax ID Number or your Social Security Number (if sole proprietorship).
4. List the names of two people in your firm (where possible) to be contacted about prospective projects.
5. List the total number of personnel (not including administrative positions) after each category listed. If not applicable, list "0".
6. List the firm name and address for each outside consultant and or associates that you usually employ. If not applicable, list "N/A".
7. List projects by category that your firm has done that are most applicable to the categories of work you are interested in performing for the state. For each project listed, give the name and type of project, the location where the project took place, the year the work was completed, the name, address, and phone number of the Owner; and the final construction cost.
8. Through narrative discussion, show reasons why your firm believes it is especially qualified to undertake State-owned projects. Respondents may say anything they wish in support of their qualifications.
9. Place an "X" on the line corresponding to the category or categories of work for which your firm would like to be considered.
10. Completed forms should be signed by a principal of the firm.

**ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.**

**FORM**  
**114**

(REVISED 10-25-96)

**ARCHITECTURE & ENGINEERING DIVISION**  
**PROFESSIONAL SERVICES INFORMATION FORM**  
**FOR SMALL PROJECTS**

1. Firm Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Year present firm was established?: \_\_\_\_\_

3. Type of Organization (Sole Proprietor, Partnership, Corporation)?: \_\_\_\_\_  
Tax ID No.: \_\_\_\_\_

4. Names of persons to contact about prospective projects:

A. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
B. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

5. Total Personnel: (not including Admin):

Licensed Architect:	_____	Civil Engineer:	_____
CAAD Operator:	_____	EIT:	_____
AIT:	_____	Environmental:	_____
Mechanical Engineer:	_____	Energy Analysis:	_____
Electrical Engineer:	_____	Construction Inspector:	_____
Structural Engineer:	_____	Interior Design:	_____

**6. Outside Associates & Consultants Usually Employed by Your Firm. Please List Firm Name and Address:**

A. Architect: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

B. Landscape Architect: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

C. Civil Engineer: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

D. Structural Engineers: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

E. Mechanical Engineers: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

F. Electrical Engineers: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

G. Surveyor: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

H. Other Consultants: Name:\_\_\_\_\_ Phone No.:\_\_\_\_\_ Fax No.:\_\_\_\_\_

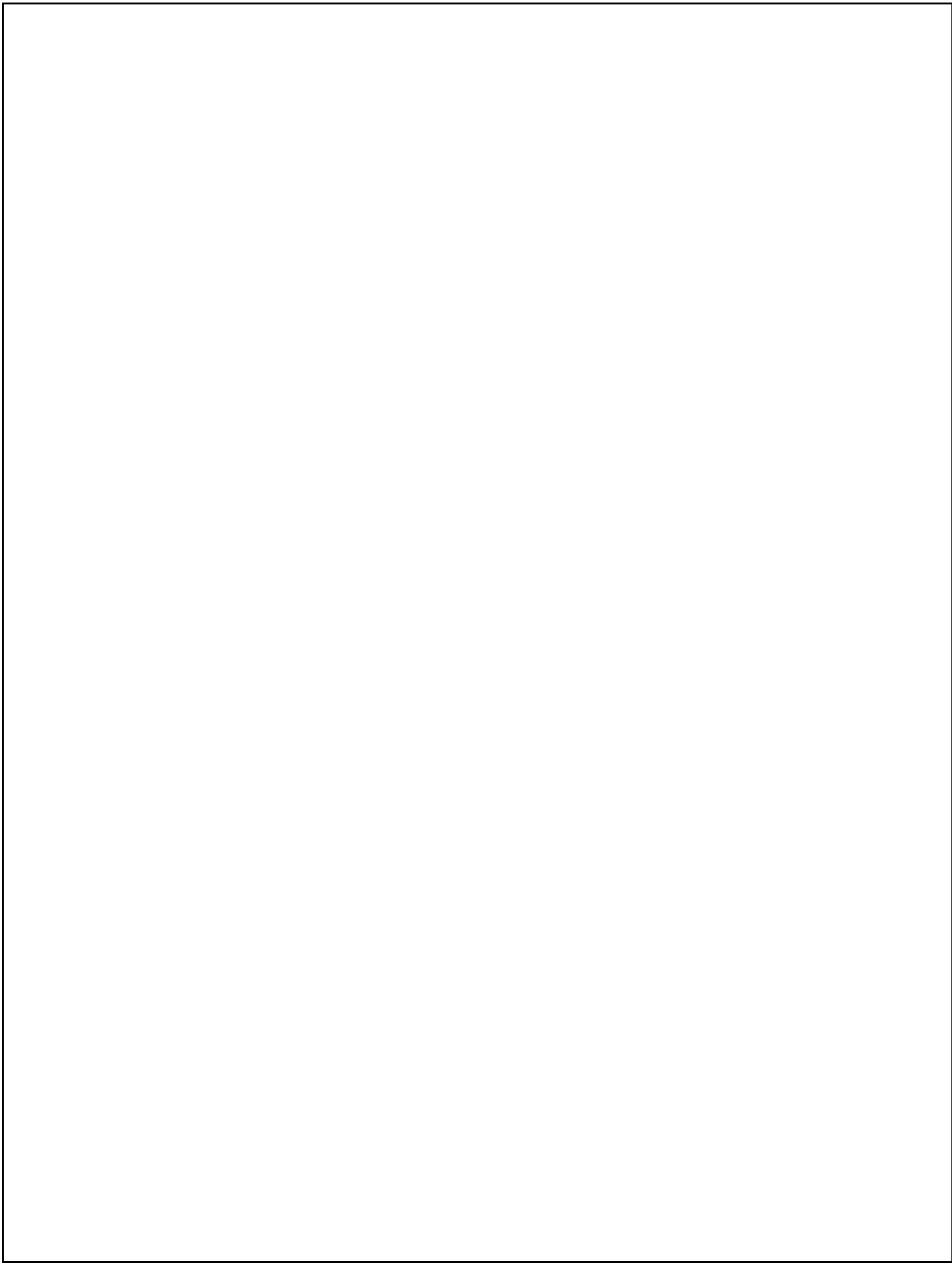
Fax No.:\_\_\_\_\_

Fax No.:\_\_\_\_\_

**7. List Projects by Category Which Best Typify Your Firm's Work Over the Last Three (3) Years.**

Name and Type of Project:	Location of Project:	Year Your Work Completed:	Name and Address and Phone Number of Owner:	Construction Cost:

**8. Use This Space to Provide any Additional Information or Description of Resources Supporting Your Firm's Qualifications.**



**9. Category of work under \$250,000 for which your firm would like to be considered. Please place an "X" in the appropriate space. Refer to the enclosed "Categories of Work for Projects Under \$25,000" page for a description of each category.**

**ARCHITECTURAL CATEGORIES**

\_\_\_ Building Modifications

\_\_\_ Roofing

\_\_\_ New Construction

\_\_\_ Landscape Architecture

\_\_\_ Historic Restoration

**ENGINEERING CATEGORIES**

\_\_\_ Mechanical

\_\_\_ Environmental

\_\_\_ Electrical

\_\_\_ Civil

\_\_\_ Structural

\_\_\_ Energy Analysis

**10.**

**Signature:** \_\_\_\_\_ **Typed Name and Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_